

~~SECRET~~  
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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training  
THROUGH : Deputy Director of Training  
FROM : Registrar/TR

DATE: 6 March 1958

25X1

SUBJECT: Weekly Activity Report No. 9  
25 February - 4 March 1958

Document No. 35NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED TO: TS S 8

DDA Memo, 4 Apr 1958

Auth: DDA REG. 77/178

Date: 09 MAR 1958 By: [redacted]

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

[redacted]

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arrangements were made for acceptance of the three in courses beginning in April; and we used the occasion to work out procedures with EE, and with FSI, to handle these and future cases. The procedure in its simplest form will require EE/Field to place their requirements with EE/Headquarters, who will in turn place them with R/TR, and we with FSI.

W [redacted] has indicated that charges for this training will be determined on the basis of total cost of maintaining the installation divided among the students who attend. Our new contract will have to be amended to cover this particular location. The financial problem itself raises questions of requirements and of approval. Under the present policy the Chief of Station has the authority to approve language training in the field, and the cost of such training is borne by the station. In this particular situation, the cost will be billed to us. This means we must have training requirements estimates from EE, and possibly others who might use the [redacted] installation, to plan our budget. It also implies need for some sort of control, either in terms of prior approval by DTR or review and authorization.



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3. [ ] reports that 40 persons appeared for the maintenance tests scheduled during February in Norwegian, Serbo-Croatian, Swedish and Hungarian. Our records indicate 100 Agency persons possessed intermediate or better proficiency in these languages and were thus eligible, if available, to appear for testing; and 180 others possessed lesser degrees of proficiency according to their individual self-evaluations. Based on these limited samples, we have computed our awards work-load for the balance of FY 1958 at 250 - 300 achievement cases and 1,000 - 1,500 maintenance cases and informed the OTR Budget Officer to provide for a maximum of \$177,000 and a minimum of \$102,500. Frankly, we won't obligate the minimum figure unless we can attain prompt action on scoring test results and maintain a continuing current level on awards determinations, authorizations and allotments.

This appears to be the present status:

372 - Tested by LAS through February 1958, of which  
240 - Forwarded to R/TR, of which  
175 - We have determined to be ineligible and  
36 - We have determined to be eligible and  
29 - We have not acted upon.

4. During the week 25 February - 4 March 1958, there were 1,130 persons enrolled in OTR conducted courses. The breakdown for enrollment is as follows:

234 enrolled in 43 classes (15 languages) during hours  
129 enrolled in 22 classes ( 9 languages) before hours  
170 enrolled in 25 classes (10 languages) after hours  
101 enrolled in 4 area courses  
245 enrolled in 9 Intelligence School courses  
156 enrolled in 7 Operations School courses  
95 enrolled in 2 Communism School courses

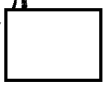
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*W*  
*if you can*  
*get a somewhat*  
*clearer picture*  
*from*



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## Office Memorandum • UNITED STATES GOVERNMENT

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TO : Director of Training  
THROUGH : Deputy Director of Training  
FROM : Registrar/TR

DATE: 26 February 1958

SUBJECT: Weekly Activity Report No. 8  
19 February - 25 February 1958

Document No. 36NO CHANGE IN CLASS. ☐☐ DECLASSIFIEDClass. CHANGED TO: SECRET

DDA Memo, 4 Apr

Auth: DDA REG. 77/17

Date: 09 MAR 1978 By I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1.  PP Staff, has indicated dissatisfaction within DD/P in continuing the practice of DD/I allocation of slots for the Arctic Indoctrination Program. Of approximately 20 slots in 1957, and ten slots in 1958, DD/P was allocated one slot each year, with the remaining slots going to DD/I components. Ruth was advised to have a memo outlining DD/P's position forwarded to DTR. We will then discuss with DD/I, and if the situation warrants, suggest allocation be done by OTR.

2. ORR has been advised that their request for the State Department-conducted Near East Area Analyst Program is being held, pending further word from FSI as to whether the Program will be conducted. Decision by FSI to run an Africa Program will, as a corollary, cancel the Near East Program.

3.  to discuss the proposed change in 5% reporting (from monthly report to a semi-annual report; from hours in training basis to completed hours of training basis). Jack indicated some willingness to compromise to a quarterly report but felt that no changes should be undertaken at this time in view of greater changes that might occur as a result of the new personnel policy and the stress on career designations. Also discussed was the proposal for Jack, rather than individual training officers of the DD/S components, to provide us external training requirements for DD/S. He agreed to this proposal.

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SUBJECT: Weekly Activity Report No. 8  
19 February - 25 February 1958

*work up for W & C*

4. At a meeting involving [redacted] sev-  
eral weeks ago, Larry made the excellent suggestion that [redacted]  
attempt some training-per-dollar comparisons for internal OTR  
consumption. As our share of assisting in this inquiry, I pro-  
posed that we start with a student-hour base instead of tradi-  
tional enrollment data, to equate in some measure one Operations  
course student (640 hours) against one Basic Supervision student  
(40 hours) or one Cable Refresher student (four hours). The  
initial findings are illuminating. Here's how our student-hours  
were spent during 1957:

In Operations School	251,352 hours
In Intelligence School	222,519 hours
In External Training	135,679 hours
In School of International Communism	78,782 hours
In Language and Area School	65,512 hours

The above figures do not include the Voluntary Language Program. The Agency uses 1,763 as the average number of hours spent on-the-job per employee in 1957. Applying this factor as a man-year, our student hours aggregated 350 man-years in the four OTR schools and 77 man-years in external training.

5. EE recently received a request from the field for [redacted] (JOT), who is in the [redacted] to spend the summer working with [redacted]. The request was discussed by EE with JOTP, and following no objections on the part of JOTP, EE was ready to advise the field of approval. Purely by chance we learned of this situation. Both EE and JOTP have now been informed that approval of such requests for individuals engaged in external training is the responsibility of the DTR, not the requesting office, nor the owning office, and until we have had a chance to review the requirement, the cover and training implications involved, and related matters, [redacted] is not approved for this project.

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6. We have been notified that the Agency quota for the Sandia Weapons Program for the remaining seven courses of this fiscal year has been increased from 14 to 35 slots. All of the 35 slots are already filled. In connection with this program, NSA officials have indicated to us that a meeting will be held this fall with Sandia officials to discuss scheduling of the Sandia team for local presentations for Fiscal 1960. Several month ago we indicated savings could be accomplished by having the Sandia team here rather than sending our people to their location. We will, with your approval, attempt to be included in this meeting for the purposes of placing the Agency on their schedule of visits.

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7. Several weeks ago the Training Officer, Office of Security informed us of a requirement for three individuals to attend the Defense Against Methods of Entry Course (DAME) at Fort Holabird. This requirement was made known to Army in a memo signed by DTR. Several days later we received a call from the Army indicating that they had two memos on hand, both of which seemed to cover the same requirement. Explanation from them revealed that in addition to our memo they had a memo signed by the Director of Security. After some investigation we learned that the Director of Security had made this request without the knowledge of his own Training Officer. Bill [ ] has informed us that following this "goof" all interested parties in the Office of Security have been advised that requests for external training will be handled by the Office of Training. The Army was notified by us to reply to the Director of Training's memo, and to disregard the other.

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8. We received a request this week from [ ] to furnish the number of OTR "professional" personnel who had taken the IOC or its equivalent. It is recognized that we should provide needed statistical services to meet special requirements. However, after brief mention of what this sort of requirement means in terms of work load the requirement was withdrawn. This is one of several such requirements that we have received recently from Jim; all, evidently stemming from the committee established within OCR, inquiring into training practices. 25X1



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10. After seven weeks hospitalization and recuperation, [ ] was welcomed back in time to process authorizations for awards payments to the first 22 employees eligible under the Language Development Program. These awards are for achievement in Russian, French, German and Japanese. Of the 22, 17 are from DD/P, three from DD/I and two from DD/S.

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11. [ ] has surveyed personnel on their interests in learning a foreign language, with the hope that arrangements can be made to conduct some language courses at the site under the Voluntary Program. A list of 77 names has been received and forwarded to [ ]. First choices range from 34 for German to three for Russian.

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12. In the OTR-IBM Master Code operation the first three phases are complete: of the 25,000 individual training record cards, about 70% have been fully processed on the first run-through; all external training has been transferred to a special file; all training given by components other than OTR has been separated and will be checked out with the components concerned - TSS, OP, OS, OC, etc. In the next phases of this operation we will resolve such problems as name changes, staff agent records, pseudonyms, and other duplications and mis-matches. We are inviting [ ] counselors, to assist us with these problems.

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13. It has come to our attention as a result of an inquiry from the Management Staff that the Ordnance Corps, Department of Army, has a rather extensive management training program at Rock Island Arsenal, Illinois. We have established a contact in the Pentagon from whom we have received a catalog of the 25 courses conducted at Rock Island Arsenal. We have requested additional copies of this catalog and plan to make them available to Mr. [ ] the Training Officer, Management Staff, and Chief, Intelligence School. Our first reaction to this program is that it might well replace the AMA type conferences usually held in New York, which many of our employees attend. There would be no tuition charges for any of these courses and the Army has indicated that they would welcome our participation in the Rock Island program.

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W 14. During the week 19 February - 25 February 1958, there were 1,010 persons enrolled in OTR conducted courses. The breakdown for enrollment is as follows:

238 enrolled in 44 classes (15 languages) during hours

131 enrolled in 21 classes (9 languages) before hours

183 enrolled in 26 classes (10 languages) after hours

103 enrolled in 4 area courses

95 enrolled in 2 Communism School courses

166 enrolled in 8 Intelligence School courses

94 enrolled in 6 Operations School courses

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